



**Planning and Development
Department
CONDITIONAL USE PERMIT**



Application Checklist	ORIGINAL SUBMITTAL	REVISIONS	STATUS REPORT (Renewal)
Application complete with supplemental questionnaire. Both forms must be completed and signed by the owner or accompanied by a completed Property Owner Authorization form (attached).	•		•
Five folded copies of a site plan of the property, drawn to scale. Indicate the north point, property lines and dimensions. This should follow all guidelines detailed in the example site plan.	•	•	•
Two copies of a recorded / revised deed or title for the property.		•	•
Fees: Residential Use - \$75; Non-Residential Use - \$250	•		
Fees: Residential Use - \$25; Non-Residential Use - \$100			•
Notarized letter from a physician is required for a caretaker request related to a medical condition.	•		•
Documentation is required for a caretaker request related to extended absence.	•		•
A status report containing a statement relating to status of existing permit and circumstances for continued need.			•
Any other information as deemed necessary by staff.	•	•	•

- An annual renewal application as outlined above is required if the conditional use will continue for more than one year. Failure to submit a renewal by the expiration date shall be considered notice of discontinuation.
- Failure to meet any requirements of the Conditional Use Permit (stipulations, conditions) shall result in revocation of the Conditional Use Permit by the Zoning Inspector and a potential zoning violation case.
- After the Conditional Use Permit has been approved, you are required to obtain a zoning clearance and building permit prior to construction or placement of a trailer on the property.